



State of Arizona  
Department of Education

Jaime A. Molera  
Superintendent of  
Public Instruction

**SPED 03-14**

**MEMORANDUM**

**Date:** December 4, 2002  
**TO:** The Education Program Coordinator for the County Jail  
**FROM:** Peggy Staples  
Data Management Specialist  
**SUBJECT:** December 1 Federal Special Education Child Count  
**CC:** Cyndi Bolewski, Program Outcomes Manager  
County Superintendents

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Attached you will find a form (and instructions) on which to document your December 1 Special Education Child Count. This count applies to all special education students under the age of 22. ***To be eligible to receive Federal Special Education entitlement dollars, this form must be sent to our office by January 3, 2003.***

The Child Count on December 1 is used to determine the eligibility of Federal Part B Individuals with Disabilities Education Act (IDEA) entitlement dollars distributed to the state and allocated to public agencies responsible for the education of students under their care. This count requires reporting all students who are receiving special education on December 1 of the reporting year. Once these figures have been reported to the federal government, no upward revision can be made either by the agency or by the state. ***Accuracy is vital.*** (Note that December 1 falls on a Sunday this year. However, this should not impact the reporting of your child count. If a student is receiving services on Friday, November 29<sup>th</sup> and has not yet withdrawn, then that student will be counted on December 1<sup>st</sup>.)

Students who have a current evaluation, Individualized Education Program (IEP), and who are receiving special education services should be included on the child count. Any questions about the eligibility of the student to be placed on the child count should be directed to the individual responsible for special education in your agency. The data submitted to the Arizona Department of Education, Exceptional Student Services, must come from the students' files and must be ***accurate, complete and submitted on time.***

If you have any questions concerning the completion of this form, feel free to contact me at (602) 364-4024 or via email: [pstaple@ade.az.gov](mailto:pstaple@ade.az.gov).